

REGULAR MEETING
BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519
Counties of Stephenson, Ogle, Jo Daviess and Carroll

CALL TO ORDER/ROLL CALL

The regular meeting of the Board of Illinois Community College District No. 519 was called to order by Mr. Doug Block, Chairperson, at 4:01 p.m. on January 16, 2018, in the Robert J. Rimington Board Room (room H-228) in the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois in said district.

The following members were present: Mrs. Diane Gallagher, Mr. David Shockey, Mr. Doug Block, Mr. Jim Endress, Dr. Steve Jennings, Mr. Blake Musser, Ms. Pennie Groezinger, and Ms. Abby Endress (departed 5:10 p.m.)

The following members were absent: None

Also present: Mr. Tim Hood, President; Ms. Chris Kuberski, Executive Vice President; Ms. Jill Janssen, Vice President, Administrative Services; Ms. Liz Gerber, Vice President, Student Development & Support Services; Ms. Rose Ferguson, Associate Vice President, Human Resources; Mr. Steve Mihina, Faculty (departed 5:10 p.m.; returned 5:40 p.m.; departed 5:56 p.m.); Ms. Kate Perkins, Faculty (departed 5:10 p.m.; returned 5:40 p.m.; departed 5:56 p.m.); Mr. Jeff Reinke, Executive Director, HCC Foundation (departed 5:10 p.m.); Mr. Tim Zollinger, Attorney, Ward, Murray, Pace & Johnson (arrived 5:05 p.m.); and, Ms. Terri Grimes, Board Secretary

APPROVAL OF AGENDA

Mr. Endress moved and Ms. Groezinger seconded the motion to approve the agenda, as presented. The vote being unanimous, the motion carried.

APPROVAL OF MINUTES

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve the minutes of the November 21, 2017, regular meeting and the December 6, 2017, Board retreat, as presented.

Dr. Jennings referred to page one of the November 21, 2017, minutes and asked if Mr. Hood had contacted the representative from Rock Gate Capital regarding issues raised in an earlier meeting about the use of calendar year versus fiscal year in the contract. Mr. Hood responded that he is still negotiating with Mr. Gold and is also taking a "hard line" because Mr. Gold had made a commitment regarding the ability of Ag students to take the CDL course at a reduced rate and is attempting to back away from it. Mr. Hood believes he will know by the next Board meeting if they can come to an agreement.

The vote being unanimous, the motion carried.

PUBLIC COMMENTS

There were no public comments.

INTRODUCTIONS

There were no introductions.

FOUNDATION REPORT

Mr. Jeff Reinke reported that the Foundation has started development and philanthropy work and everyone is engaged in this work. The Double Play appeal ended on December 31 and hit its goal with donations to the campaign currently standing at \$59,000. An anonymous donor had pledged to match the donations up to \$50,000. The Foundation's annual appeal featured Mr. Musser and his family, and Mr. Reinke noted that the appeal has received good support from Trustees and the Foundation board. The 2018 Shindig will be held on Saturday, September 29, at Ms. Janey Morse's property. The event was moved to late September in order to get involvement and commitment from student groups, faculty, and staff. Mr. Jim Berberet will chair the Shindig committee. The Foundation board will meet next week, and there are four proposed new board members who are awaiting board approval. All new members are very visible and active members of their respective communities. Work continues on the Case for Support. Mr. Block has asked Mr. Reinke to attend the next Board retreat to update Trustees on the Foundation and to give Mr. Reinke a chance to provide additional information. Mr. Reinke's goal is to present the overarching Case for Support, and he wants to be sure that it ties to the strategic plan, and also has buy-in from Trustees, Foundation board members, faculty, and staff. Mr. Reinke is also working on a Case for Giving for the Ag program. An Ag Development Committee has been created, and five coffee events will be held throughout the district in the next six weeks where Ag instructors Mr. Justin Ebert and Ms. Monica Pierce will provide an overview of the Ag program and its direction. Mr. Reinke reviewed the Ag Case for Giving, noting that the goal is to learn about what area donors are interested in. He gave special thanks to Mr. Block, Mr. Endress, and Ms. Groezinger for their assistance. Mr. Reinke is also putting together a corporate partnership program to gain support for four different fundraising events at four different giving levels with different benefits for each level. The committee will meet on January 31 to look at the prospect list to begin setting up meetings with corporate representatives. Mr. Reinke concluded his report by announcing that the presentation of the Distinguished Alumni awards will now take place at an event separate from the Foundation's annual meeting.

CONSENT ITEMS

A. Academic (None)

B. Administration

1. Board Meeting Schedule

Recommendation: That the Board of Trustees reaffirms its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the

April 2019 meeting, which will be held on the fourth Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2019: January 16, 2018; February 20, 2018; March 20, 2018; April 17, 2018; May 15, 2018; June 19, 2018; July 17, 2018; August 21, 2018; September 18, 2018; October 16, 2018; November 20, 2018; December (no regular meeting); January 15, 2019; February 19, 2019; March 19, 2019; and, April 23, 2019 (fourth Tuesday).

C. Personnel

1. Part-time Instructors, Overload, and Other Assignments

Recommendation: That the list of part-time instructors, overload, and other assignments be approved, as presented, for the Fall semester of 2017.

D. Financial (None)

Mr. Shockey moved and Mr. Endress seconded the motion to approve the consent items, as presented. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher,
A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

MAIN MOTIONS

A. Academic (None)

B. Administration

1. Second Reading – New Policy Manual Appendix: Tenure Review Process

Dr. Jennings moved and Mr. Musser seconded the motion to approve for second reading the proposed new appendix, Tenure Review Process, as presented. The process will be included in the Appendix section of the Policy Manual.

Ms. Kuberski clarified that the Tenure Review Process is an addendum to the policy manual. It was also noted that the changes to Policy 4.35 Evaluation of Instruction outlined on page 94 were updated as part of the annual review of the policy, and other things were also added to be consistent with the Tenure Review Process. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Second Reading – Revised Policy 3.10: Financial Aid “Standards of Satisfactory Academic Progress”

Mrs. Gallagher moved and Mr. Musser seconded the motion to approve for second reading revised policy 3.10 Financial Aid “Standards of Satisfactory Academic Progress,” as presented. The policy is included in Chapter III, Student, of the Policy Manual. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. First Reading – Revised Policy 1.23: Board Self-Evaluation

Dr. Jennings moved and Mr. Endress seconded the motion to approve for first reading the revised policy 1.23 Board Self-Evaluation, as presented. The policy is included in Chapter I, Board of Trustees, of the Policy Manual. The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey,
Block, J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. First Reading – New Policy 2.001: Dual Credit Course Offerings

Mr. Musser moved and Ms. Groezinger seconded the motion to approve for first reading the new policy 2.001 Dual Credit Course Offerings, as presented. The policy is proposed to be included in Chapter II, Instruction, of the Policy Manual. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

5. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter IV, Personnel

Dr. Jennings moved and Mr. Musser seconded the motion to approve for first reading the new and revised policies in Chapter IV of the Policy Manual, and

affirm for first reading the unchanged policies in Chapter IV of the Policy Manual, as presented.

Ms. Janssen reported that there will be additional revisions to policies 4.131, 4.17, and 4.223 that will come to Trustees for approval at a future meeting. Dr. Jennings inquired as to why Policy 4.002 Conflict of Interest was eliminated, and it was explained that the policy was a duplication of information contained in another policy in the Policy Manual. Dr. Jennings also asked about the Illinois Childcare Bereavement Act and whether the College is required to follow that. Ms. Ferguson reported that the College is required to follow the Act, which states that an employee can take up to 10 work days of leave in the event of the death of a child or up to six weeks for the death of an additional child.

Mrs. Gallagher questioned whether it was a good idea to have unused vacation days convert to sick leave, and Ms. Ferguson responded that currently SURS gives one year of service credit for unused days in excess of 180. Dr. Jennings asked if we issue continuing employment contracts to faculty over the summer, and Ms. Ferguson explained that we do not because the faculty sign the contract for the academic year but are paid over 12 months. Faculty can request to be paid over 19 pay periods instead of 26 if they so choose, but all faculty are currently paid over 12 months.

The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress,
Jennings, Musser, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

6. Resolution to Prohibit Sexual Harassment, and First Reading and Waiving Second Reading – Revised Policy 4.034: Sexual and Other Harassment

Mr. Musser moved and Mr. Shockey seconded the motion to approve the Resolution, as presented, to prohibit sexual harassment, and approve and accept for a first reading, and waive a second reading the corresponding revised policy 4.034 Sexual and Other Harassment, as presented. The policy is included in Chapter IV, Personnel, of the Policy Manual. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings, Musser,
Groezinger, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

C. Personnel

1. Seniority Lists

Mr. Musser moved and Dr. Jennings seconded the motion to approve the seniority lists, as presented, for each full-time Highland faculty member that show the services each faculty member is competent to render. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser,
Groezinger, Gallagher, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

2. Appointment: Nursing Instructor

Mr. Shockey moved and Mrs. Gallagher seconded the motion to approve the appointment of Dr. Jennifer Yeager as full-time Nursing Instructor in the Nursing Department beginning January 11, 2018, at an FY18 Spring semester salary of \$33,497 (based on DNP+0,0 years' experience, which is \$66,994 for the full academic year), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY18 budget. The roll call on the motion was as follows:

AYES: Block, J. Endress, Jennings, Musser, Groezinger,
Gallagher, Shockey, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

3. Revised Job Description: Network Administrator

Mr. Endress moved and Mr. Musser seconded the motion to approve the revised job description for Network Administrator, as presented, with placement remaining at range 58 on the Highland Salary Range Table. This is an exempt professional position and is included in the FY18 College budget. The roll call on the motion was as follows:

AYES: J. Endress, Jennings, Musser, Groezinger, Gallagher,
Shockey, Block, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

4. Revised Job Description: Coordinator, Disability Services

Mrs. Gallagher moved and Dr. Jennings seconded the motion to approve the revised job description for Coordinator, Disability Services, as presented, with placement remaining at range 46 on the Highland Salary Range Table. This is a non-exempt professional position and is included in the FY18 College budget.

Mr. Musser asked if the College uses the services of RAMP, and Ms. Gerber reported that the College works collaboratively with RAMP but the Coordinator of Disability Services determines the services for our students. This position also serves Adult Ed. students.

The roll call on the motion was as follows:

AYES: Jennings, Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried.

D. Financial

1. Payment of Bills and Agency Fund Report – November 2017

Dr. Jennings moved and Mr. Endress seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the November 2017 bills in the amount of \$765,825.10, Automated Clearing House (ACH) debits W0000446 through W0000450 amounting to \$10,188.99, and Electronic Refunds of \$32,596.55, with 7 adjustments of \$3,328.29, such warrants amounting to \$805,282.35. Transfers of funds for payroll amounted to \$549,121.04. The roll call on the motion was as follows:

AYES: Musser, Groezinger, Gallagher, Shockey, Block,
J. Endress, Jennings, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

2. Payment of Bills and Agency Fund Report – December 2017

Dr. Jennings moved and Mr. Shockey seconded the motion to approve the Resolution authorizing and directing Ms. Jill Janssen, Treasurer, to make payments or transfers of funds for the December 2017 bills in the amount of \$302,618.53, Automated Clearing House (ACH) debits W0000451 through W0000453 amounting to \$7,296.67, Other Debits D0000073 through D0000075 amounting to \$37,096.84, and Electronic Refunds of \$44,291.70, with 1 adjustment of \$234.00, such warrants amounting to \$391,069.74. Transfers of funds for payroll amounted to \$500,856.51. The roll call on the motion was as follows:

AYES: Groezinger, Gallagher, Shockey, Block, J. Endress,
Jennings, Musser, A. Endress
NAYS: None

Whereupon the Chairperson declared the motion carried and the Resolution adopted.

REPORTS

Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance

Ms. Janssen reported that it is a good time to start thinking ahead, including updating the Resource Allocation and Management Plan (RAMP) document and planning for the FY19 budget. It is also important to look ahead a few years when planning for the budget. Steps are in place to have budget managers directly link their budget requests to the strategic plan. Actionable items may also be added to the RAMP document. Ms. Janssen reported that the budget can be divided into three buckets: 1) items addressing the strategic plan goals and objectives, such as decreasing the College's reliance on State funding, and maintaining and sustaining the Auxiliary Fund; 2) accreditation (HLC), such as having processes in place for input from people and making sure we are meeting the ratios; and, 3) updating our existing processes. There will be periodic updates under each bucket. In addition, there are processes we have used in prior years that we can continue to use, but an improvement can be made going forward to tie resources to the strategic plan. All this information will need to mesh and come together into a long-term budget plan. Ms. Janssen also reviewed the budget presentation she provided at Opening Days.

Mr. Shockey asked if it would be helpful to the Board to begin thinking three to five years down the road, and Mr. Block requested that this be discussed at the March Board retreat. Ms. Janssen noted that it would also be a nice backdrop to the discussion on tuition, and she reminded trustees that at this time the State still owes the College \$605,000 from FY17.

Student Trustee

Ms. Endress attended the Student Senate retreat on January 13. Mrs. Deb Endress provided a workshop on problem-solving and Mr. Thedford Jackson provided a presentation on leadership. The afternoon was spent setting goals for the semester. Ms. Endress noted that the next ICCB Student Advisory Committee meeting will be held via conference call on January 19.

Audit & Finance Committee Co-Chairs

Mrs. Gallagher announced that the committee will meet on March 7 at 2:00 p.m.

ICCTA Representative

Mr. Endress reported that the last three years the ICCTA winter meeting has been held via conference call rather than being held in conjunction with ACCT's National Legislative Summit in Washington, DC. This year's conference call will take place on February 3. The Northwest Region ICCTA meeting is tentatively scheduled for the first Thursday in April at Sauk Valley Community College. Mr. Block encouraged all to attend.

Board Chair

There was no report.

Administration

Ms. Kuberski reported that the chief academic officer from Kankakee Community College presented on Thursday during Opening Days. He is also a Higher Learning Commission Peer Reviewer and Academic Academy Mentor. The afternoon was spent on program outcomes assessment deliverables. Friday morning was spent on curriculum mapping, oral communication, and closing the loop. The Opening Days activities were intense but good days. The gen ed. assessment committee met and had some good ideas for the direction of what needs to be done next. In July, the Post-secondary Workforce Readiness Act will be effective and will require high schools to implement transitional math within their curriculum within four to five years. The College is currently working with Freeport High School on transitional math and that is going well. Ms. Kuberski spoke about this last week at the regional superintendents' meeting and many superintendents expressed interest, including Pearl City. Ms. Kuberski is working with Kathy Almay at the State to develop a workshop for the high schools in the fall.

Ms. Gerber reported that between semesters Student Services staff tested around 200 students to see where they will place in math. The College's new website is currently in the review stage and she anticipates the site going "live" soon. The new website is responsive and will adjust to the user's device size. Mrs. Gallagher inquired about the Gainful Employment information on the website, and Ms. Gerber reported that there are some areas where there is no data to publish because there are not enough students in the program.

Mr. Hood reported that he was very pleased with Opening Days activities, discussions, and the work that was done. He has also made a commitment to work on being more concise, saying more with less words. The Director of Marketing and Community Relations search is in the final stages of making a recommendation. Mr. Hood was pleased that there was an outstanding pool of finalists. A recommendation has been made, HR is checking references, and there should be an announcement soon. Mr. Hood is very pleased with the work going into the website. The website is a very powerful tool with constituents. A tentative agreement to acquire the International Preservation Studies Program has been drafted and Mr. Matthew Toland, Executive Director, has been brought on as a consultant. Those classes will begin in March or April, and now the work kicks into high gear scheduling faculty and staff. Mr. Hood hopes to have a recommendation to the Board at the February meeting to approve acquiring the program and hiring Mr. Toland. A bill of sale with an inventory of the items the College is acquiring will be developed. A classroom has been identified that will be adequate for 80 percent of the classes on campus. Many of the classes are offered during the summer. Mr. Hood believes this program could generate as many as 200 new students for the College. Mr. Block noted that one of the instructors has worked on preserving Old Glory, which is pretty significant for our area.

OLD BUSINESS

There was no old business.

At 5:10 p.m., the Chairperson declared a recess; the meeting resumed at 5:18 p.m.

CLOSED SESSION

Mr. Shockey moved and Dr. Jennings seconded the motion to move into Closed Session for the purposes of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; and, collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to the Open Meetings Act, and to return to open session for possible action. The roll call on the motion was as follows:

AYES: Gallagher, Shockey, Block, J. Endress, Jennings, Musser, Groezinger
NAYS: None

At 5:18 p.m., the vote being unanimous, the Chairperson declared the motion carried and the meeting in Closed Session.

Dr. Jennings moved and Mr. Musser seconded the motion to end the Closed Session. The roll call on the motion was as follows:

AYES: Shockey, Block, J. Endress, Jennings, Musser, Groezinger, Gallagher
NAYS: None

At 6:34 p.m., the Chairperson declared the motion carried and the Closed Session ended.

NEW BUSINESS

Mr. Block appointed Mrs. Gallagher and Mr. Endress to review the Closed Session minutes this year.

DATES OF IMPORTANCE

The next regular Board meeting will be held on February 20, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room. The next quarterly Board retreat will be held on March 7, 2018, at 8:30 a.m. in room H-206 in the Student/Conference Center.

ADJOURNMENT

Mr. Musser moved and Ms. Groezinger seconded the motion to adjourn the meeting. At 6:35 p.m., there being no further business, the Chairperson declared the motion carried and the meeting adjourned.

Respectfully submitted,



Terri A. Grimes, Board Secretary
Illinois Community College District No. 519